

All Systems Customer Information Report

Menu Option: Pub All Systems Customer Info

Purpose: This report is used to find customer information located in all the LR2000 systems: **Case Recordation (CR)**, **Mining Claim Recordation (MC)**, and **Status (ST)**. The report lists customer name alphabetically with address, city, state and zip code, customer id, customer category, interest relationship, case type, serial number, system id and case disposition by Administrative State.

Selection Criteria: The criteria input for the report is found in the Public All Systems Reports menu grouping from the Reporting Application This report allows you to search for specific customers in the LR2000 system by a combination of required and optional criteria.

The required criteria include System ID, Administrative State, and Customer name.

Additional criteria that can be used include Geographic State, Case Type, case Disposition, District Office, Field Office, County, Interest Relationship, Customer Category, Customer ID, and Administrative Agency.

Procedure

1. Select **Pub All Systems Customer Info** from the reporting menu.
2. Be sure to follow the instructions at the top of the page.

INSTRUCTIONS:

- Asterisk (*) indicates Mandatory Criteria - please select from the list of values.
- All entries must be in UPPERCASE
- Either select one or more values from the list OR type in value(s).
- Separate values with a semicolon ; if entering more than one.

*** Choose ONE and ONLY ONE - Meridian Township Range (MTR) -OR- Meridian Township Range Section (MTRS). ***

MTR must be entered as:

- 2 digits for Meridian<space>5 characters for Township<space>5 characters for Range

MTRS must be entered as:

- 2 digits for Meridian<space>5 characters for Township<space>5 characters for Range<space>3 digits for Section

MTR Examples:

- | | | |
|-----------------|---------------|----------------|
| • 08 T1N R1E | is entered as | 08 0010N 0010E |
| • 08 T29N R35E | is entered as | 08 0290N 0350E |
| • 08 T29N R100W | is entered as | 08 0290N 1000W |

MTRS Examples:

- | | | |
|-----------------------|---------------|--------------------|
| • 08 T1N R1E Sec 1 | is entered as | 08 0010N 0010E 001 |
| • 08 T29N R35E Sec 10 | is entered as | 08 0290N 0350E 010 |

IF it is necessary to enter a half township or half range, the last zero is replaced with 2.

For example:

- | | | |
|-------------------------|---------------|----------------|
| • 14 T3 1/2 N R28E | is entered as | 14 0032N 0280E |
| • 14 T3 1/2 N R28 1/2 E | is entered as | 14 0032N 0282E |

See Reference Codes link above for a valid Meridian Code.

All other criteria are optional.

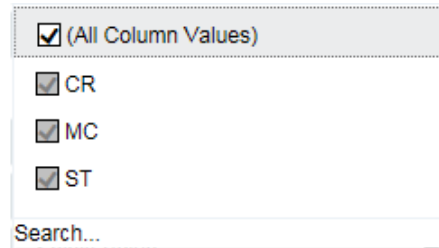
If Disposition is selected, to get Status cases, "Null" must be one of the values selected.

* System ID	--Select Value--
* Admin State	--Select Value--
* Customer contains any	--Select Value--
Meridian Township Range Section	--Select Value--
Meridian Township Range	--Select Value--
Geo State	--Select Value--
Casetype Code	--Select Value--
Disposition	--Select Value--
District Office	--Select Value--
Field Office	--Select Value--
County	--Select Value--
Interest Relationship	--Select Value--
Admin Agency Code begins with	--Select Value--

Identify the Mandatory Information

3. To specify the **System ID** associated with the Customer, enter the code using ALL CAPS in the text box or select from the list box.

- CR for Case Recordation
- MC for Mining Claims
- ST for Status

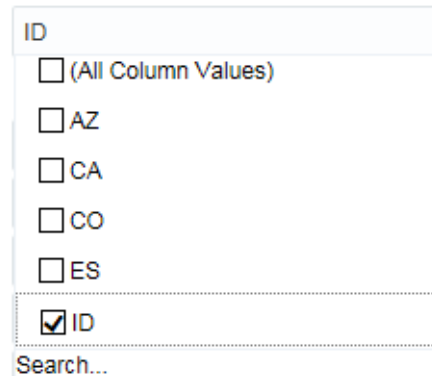


A screenshot of a dropdown menu for selecting a System ID. The menu is open, showing a list of options: (All Column Values), CR, MC, and ST. Each option has a checkbox to its left. The (All Column Values) option is selected, indicated by a checkmark. Below the list is a search bar with the text "Search..." and a small magnifying glass icon.

TIP: To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the drop-down to open the list box and then select multiple items in the list box.

4. To specify the **Admin State** in which the customer resides.

Type the two-letter state code in ALL CAPS in the text box or select it from the list box.



A screenshot of a dropdown menu for selecting an Admin State. The menu is open, showing a list of options: (All Column Values), AZ, CA, CO, ES, and ID. Each option has a checkbox to its left. The ID option is selected, indicated by a checkmark. Below the list is a search bar with the text "Search..." and a small magnifying glass icon.

5. To specify the **Customer**, type the Customer Name in ALL CAPS in the text box.

TIP: The Customer operator is defaulted to “begins with”. Type a portion of the customer name using ALL CAPS. For example, if you are looking for John J Doe the following are the options you can type:

DOE	to receive all names/companies that begin with DOE
DOE JOHN	to receive all names for JOHN DOE
DOE JOHN J	to receive all names for JOHN J DOE

If you are looking for a company, type all or part of the company’s name in All CAPS.

For example:

HOPE or **HOPE MINING** or **HOPE MINING CO**

Identify the Optional Information

6. To specify the **Meridian Township Range Section** or **Meridian Township Range**, click the drop-down for one of them. If you select Meridian Township Range Section, then you must not also select Meridian Township Range, and vice versa. It would produce very unexpected results, if any at all.

Both Meridian Township Range Section and Meridian Township Range drop-down lists will be limited to the Admin State that you selected previously.

Setting the values for these criteria is basically the same for each except that MTRS also includes the section code.

To select one or more MTR(S) values associated with the Customer, click on the dropdown and select one or more values, OR enter the MTR(S) using ALL CAPS in the text box, separating them with a Semicolon if more than one.

MTR must be entered as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range.
For example, to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

MTRS must be entered as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range, Space, and 3 digits for section.
For example, to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

For more guidance on entering MTRs and MTRSs, searching for them when they are not in the Choice List, and importing a list from file; [click here](#) for **MTR**, [click here](#) for **MTRS**.

7. Click the dropdown for **Geo State** to specify the state in which the customer resides.
If an Admin State has been selected, only the Geo States associated with the Admin State appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two-digit State code(s) in the text box, separated by a Semicolon if more than one or select from the list box.
8. Click the dropdown for **Casetype Code** to specify one or more Case Types.
Select the Case Type value(s) from the list box, or enter them into the text box separated by Semicolons, if needed.
9. Click the dropdown for **Disposition**. Only the case Dispositions for the selected System Id display in the selection box.

Select the desired case Disposition(s) from the list box.

- If the required criterion for System ID is Case Recordation, select from Authorized, Cancelled, Closed, Expired, Pending, Rejected, Relinquished, Void and Withdrawn.
- If the required criterion for System ID is Mining Claims, select from Active, Closed, Pending, and Void.
- If the required criterion for System ID is Status, no case dispositions are applicable so click to place a checkmark in the NULL box.

10. Click the dropdown for **District Office** to specify one or more Districts.

Only the District Offices associated with the previously selected Admin State will be displayed. Select the District Office value(s) from the list box, or enter them into the text box separated by Semicolons, if needed.

11. Click the dropdown for **Field Office** to specify one or more Field Offices.

If District Office was selected previously, only the associated Field Offices will be displayed. Select the Field Office value(s) from the list box, or enter them into the text box separated by Semicolons, if needed.

12. Click the dropdown for **County** to specify one or more Counties. Only the Counties within the selected Admin State (and Geo State, if identified) will display in the list box.

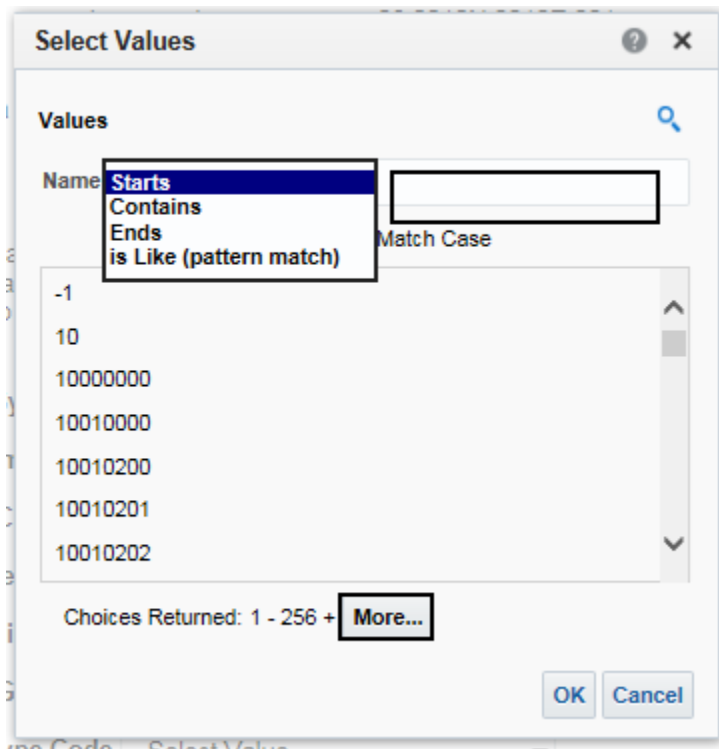
Select the County value(s) from the list box, or enter them into the text box separated by Semicolons, if needed.

13. Click the dropdown for **Interest Relationship** to specify one or more Interest Relationships.

Select the Interest Relationship value(s) from the list box, or enter them into the text box separated by Semicolons, if needed.

14. Click the dropdown for **Admin Agency Code** to specify Admin Agency Code.

Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Choices one through 256 will be automatically returned. To see more choices, click More... and additional options will appear. If you wish to search a specific value, it can be entered in the search box. Chose how you would like to search the code (starts with, contains, etc...) and enter one to eight characters in the search box, then click Search. Refer to the Reference Codes to determine Admin Agency code, if necessary.



Process the Report

15. After selecting all necessary criteria, click **OK**.

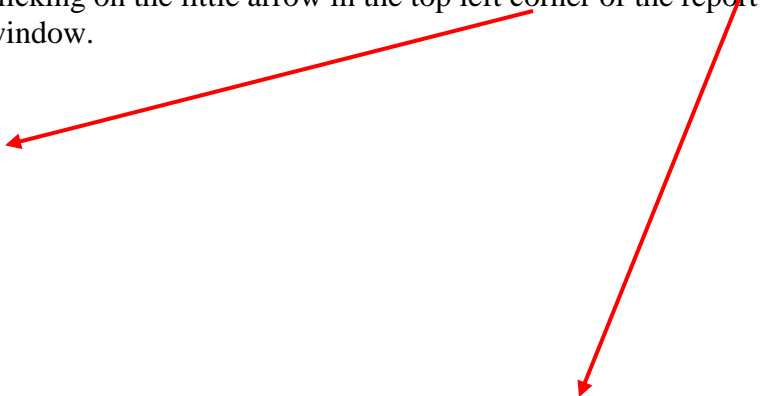
If all mandatory criteria have not been identified, the OK button will not be enabled. Identify any missing mandatory criteria values and then click on OK.

When the report has finished processing, the **Customer Report** displays.

Select from the drop down list under the report title to switch between the report and the banner page.



TIP: The Purpose of the report can be minimized by clicking on the little arrow in the top left corner of the report window.



Purpose

This report is used to find customer information located in all the LR2000 systems: Case Recordation, Mining Claim Recordation, and Status. The report lists customer name alphabetically with address, city, state and zip code, customer id, customer category, interest relationship, case type, serial number, system id and case disposition by Administrative State.

Report

CUSTOMER INFORMATION REPORT
(CASE RECORDATION, MINING CLAIMS, STATUS)

Select which Section you would like to view.
Customer Report ▼

Admin State ID

Customer	Address	City	State	Zip+4	Cust Catg	Interest Relationship	Casetype	Serial Number Full	Sys ID	Dispositio
SIMPLOT CHARLES R			XX		P	PATENTEE	251500	IDH 0009812	ST	
SIMPLOT INDUSTRIES		UNKNOWN	ID		C	GRANTOR	218010	IDI 021720	CR	AUTHORI
SIMPLOT J R	1301 HIGHWAY 67	GRAND VIEW	ID	83624-5062	P	APPLICANT	272000	IDI 036468	CR	PENDING

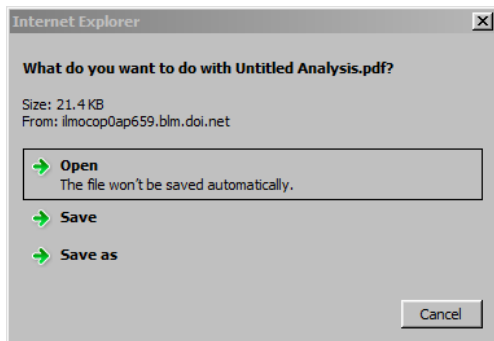
The report is displayed in HTML format. Note: The serial number is displayed in blue. If you would like all the details for a specific case, click on the blue link and the serial register page will be automatically generated. This is only accessible in the HTML format. Once the document is converted to .pdf or Excel the link disappears.

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

1. Scroll to the bottom of the report and click on **Print**.

2. Click the **Printable PDF** button.

3. Then when the IE dialog box opens, click on **Open**.



The system converts the information to Adobe Reader format.

4. When the pdf displays, click the printer icon.

Date and Time Run:
5/22/2017 4:18:59 PM

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UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CUSTOMER INFORMATION REPORT
(CASE RECORDATION, MINING CLAIMS, STATUS)

Admin State ID

Customer	Address	City	State	Zip+4	Customer Category	Interest Relationship	Casetype Code	Serial Number Full	System ID	Disposition
SIMPLOT CHARLES R			XX		P	PATENTEE	251500	IDH 0009812	ST	
SIMPLOT INDUSTRIES		UNKNOWN	ID		C	GRANTOR	218010	IDI 021720	CR	AUTHORIZED
SIMPLOT J R	1301 HIGHWAY 67	GRAND VIEW	ID	83624-5062	P	APPLICANT	272000	IDI 036468	CR	PENDING
SIMPLOT J R	1301 HIGHWAY 67	GRAND VIEW	ID	83624-5062	P	GRANTEE	186004	IDI 03318101	CR	AUTHORIZED
SIMPLOT J R	1301 HIGHWAY 67	GRAND VIEW	ID	83624-5062	P	PATENTEE	220100	IDI 031613F9	CR	AUTHORIZED
SIMPLOT J R	HC 85 BOX 275	GRANDVIEW	ID	83624	P	PATENTEE	220100	IDI 031613F9	ST	
SIMPLOT J R SELF-DEC OF REV TR	PO BOX 27	BOISE	ID	83707-0027	P	HOLDER	287100	IDI 036770	CR	CLOSED
SIMPLOT J R TRUST	PO BOX 27	BOISE	ID	83707-0027	P	APPLICANT	287001	IDI 032854	CR	CLOSED
SIMPLOT J R TRUST	PO BOX 27	BOISE	ID	83707-0027	P	HOLDER	287100	IDI 0011067	CR	CLOSED
SIMPLOT J R TRUST	PO BOX 27	BOISE	ID	83707-0027	P	HOLDER/BILLEE	280004	IDI 03348201	CR	CLOSED
SIMPLOT J R TRUST	PO BOX 27	BOISE	ID	83707-0027	P			IDI 016065	CR	AUTHORIZED
SIMPLOT J R	PO BOX 27	BOISE	ID	83707-0027	P	PROONENT	292006	IDI 032601	CR	CLOSED

1. To select an **MTR**, click on the dropdown to specify the **Meridian Township Range**. Meridian Township Range drop-down lists will be limited to the Admin State and/or Geo State that you selected previously.

MTR must be entered as:

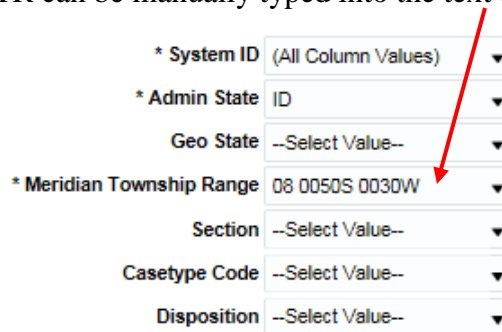
2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range.

For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

There are several ways to select/enter the MTR:

- A. The MTR can be manually typed into the text box.



* System ID (All Column Values) ▼

* Admin State ID ▼

Geo State --Select Value-- ▼

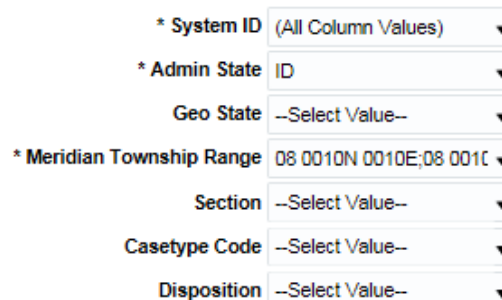
* Meridian Township Range 08 0050S 0030W ▼

Section --Select Value-- ▼

Casetype Code --Select Value-- ▼

Disposition --Select Value-- ▼

Multiple MTRs can be entered separated by a **Semicolon** with no spaces.



* System ID (All Column Values) ▼

* Admin State ID ▼

Geo State --Select Value-- ▼

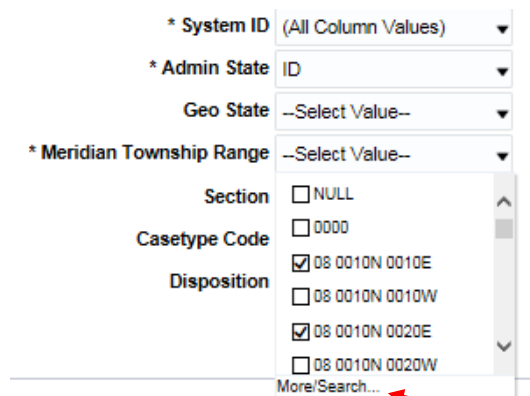
* Meridian Township Range 08 0010N 0010E;08 0010N 0010W ▼

Section --Select Value-- ▼

Casetype Code --Select Value-- ▼

Disposition --Select Value-- ▼

- B. The MTR(s) can be selected from the Choice List.



* System ID (All Column Values) ▼

* Admin State ID ▼

Geo State --Select Value-- ▼

* Meridian Township Range --Select Value-- ▼

Section ☐ NULL

Casetype Code ☐ 0000

Disposition ☒ 08 0010N 0010E

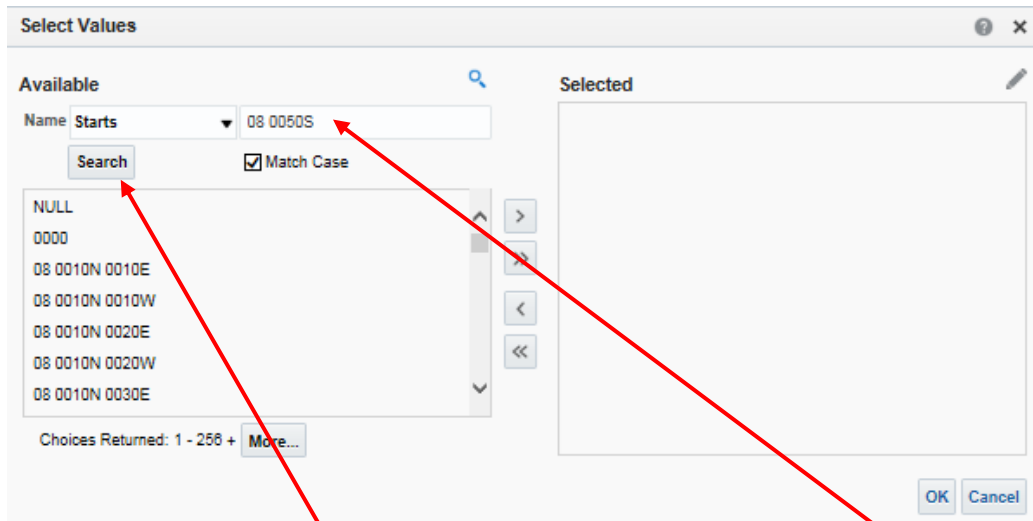
☐ 08 0010N 0010W

☒ 08 0010N 0020E

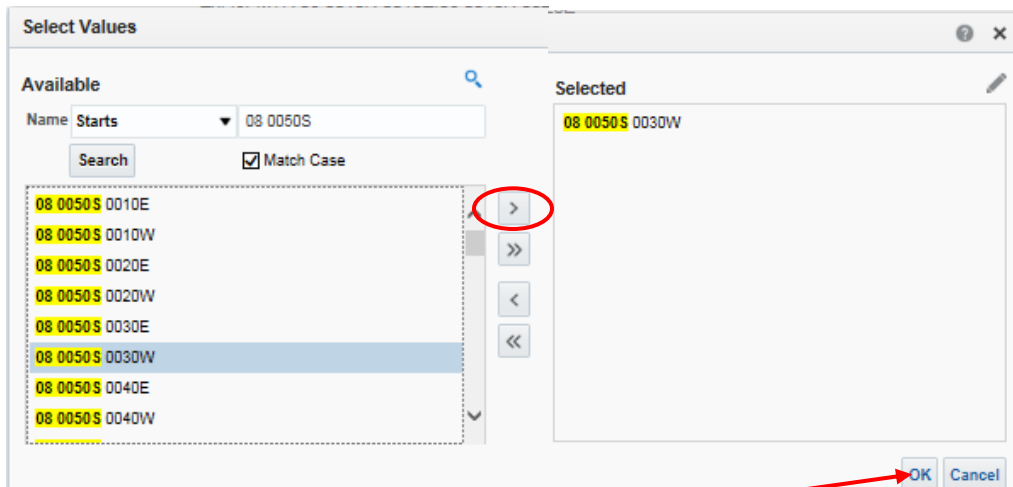
☐ 08 0010N 0020W

More/Search...

If the MTR you are looking for is not listed, click on **More/Search**.

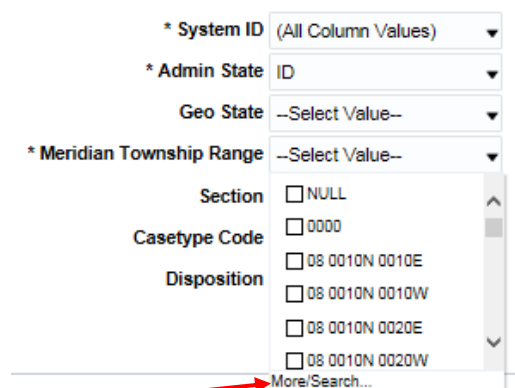


Choose the operator you would like and then type in the MTR in the **text box** to the right of the operator. Then click on **Search**. For example: **Starts** (Begins with) and **08 0050S**

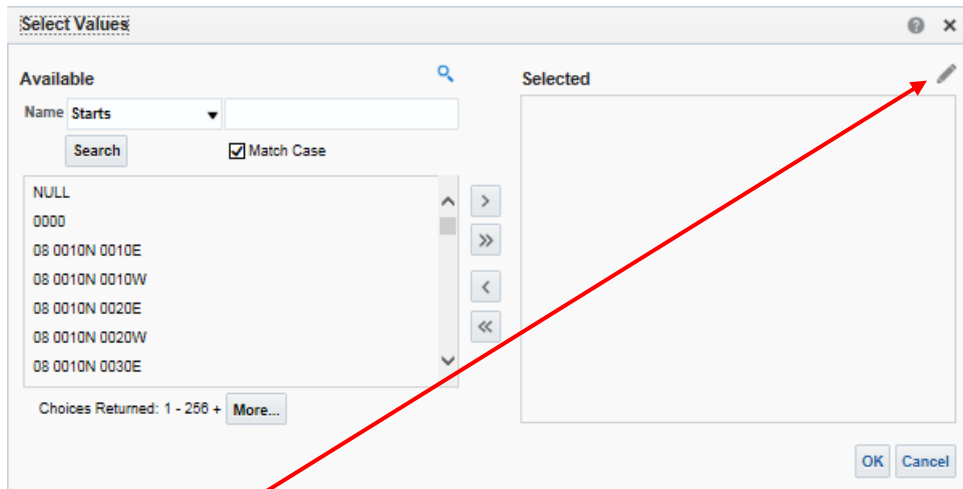


Select the MTRs you want and click on the **single right arrow** to move them to the **Selected** pane. Then click **OK**.

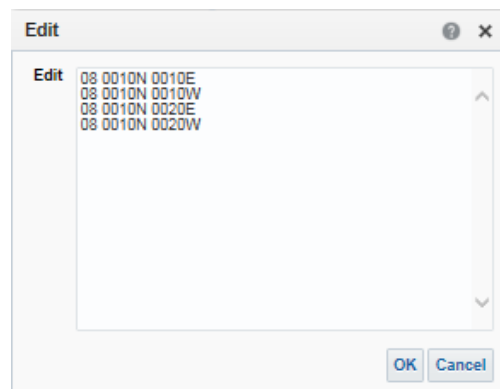
C. The MTR can be entered using a properly formatted pre-prepared list (without any Semicolons). This list can be a **text file**, **spreadsheet**, or **word document**. To do so:



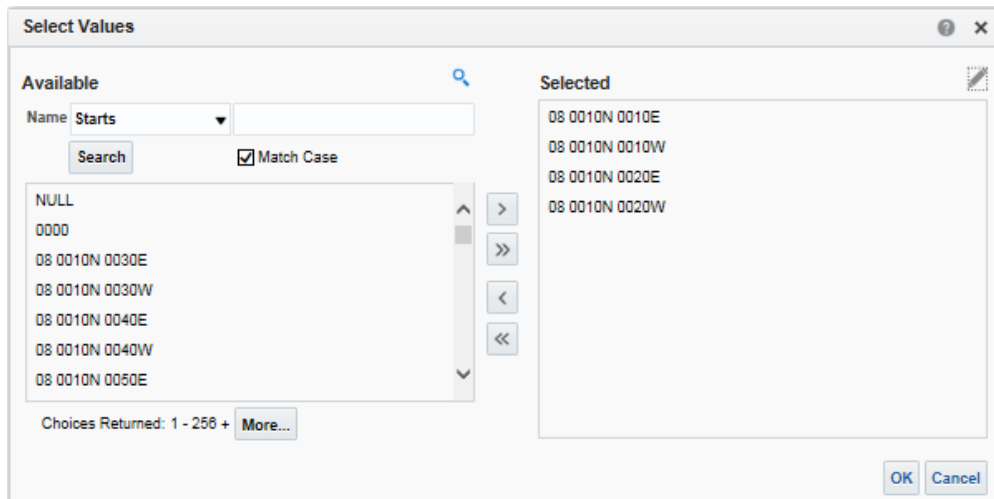
Click on **More/Search** in the Meridian Township Range choice list.



Then click on the **Pencil** icon in the upper right corner..



Then you can **Copy and Paste** the list of MTRs into the Edit box and click on **OK**.



And click on **OK** again

* System ID	(All Column Values)	▼
* Admin State	ID	▼
Geo State	--Select Value--	▼
* Meridian Township Range	08 0010N 0010E;08 0010E	▼
Section	--Select Value--	▼
Casetype Code	--Select Value--	▼
Disposition	--Select Value--	▼

The MTRs are populated into the text box properly formatted with the Semicolon(s).

Remember:

MTR must be formatted as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range.

For example: T1N, R1E in Idaho, would be 08 0010N 0010E.

**ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED.
IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.**

To return to the page you left in the Pub All Systems Customer Info report, [click here](#).

1. To select an **MTRS**, click on the dropdown to specify the **Meridian Township Range Section**. Meridian Township Range Section drop-down lists will be limited to the Admin State and/or Geo State that you selected previously.

MTRS must be entered as:

2 digits for Meridian,Space,5 digits for Township,Space,5 digits for Range,Space,3 digits for Section
For example to enter T1N, R1E Section 1 in Idaho, you would enter 08 0010N 0010E 001.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

There are several ways to select/enter the MTRS:

- A. The MTRS can be manually typed into the text box.

* System ID --Select Value--
* Admin State --Select Value--
* Customer begins with
Meridian Township Range Section 08 0050S 0030W 001
Meridian Township Range --Select Value--
Geo State --Select Value--
Casetype Code --Select Value--

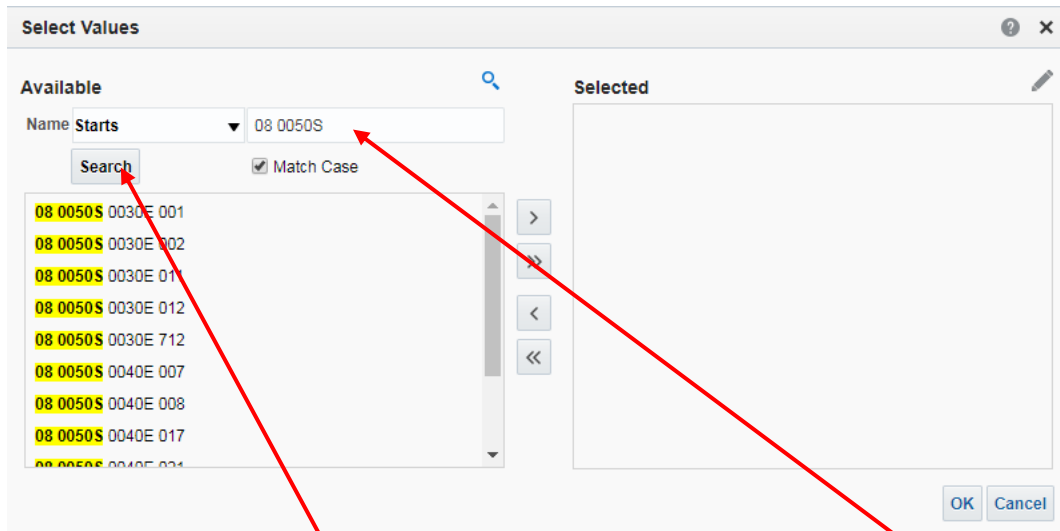
Multiple MTRSs can be entered separated by a **Semicolon** with no spaces

* System ID (All Column Values)
* Admin State ID
* Customer begins with SIMPLOT
Meridian Township Range Section 08 0010N 0040E 013;08 0010N 00
Meridian Township Range --Select Value--
Geo State --Select Value--
Casetype Code --Select Value--

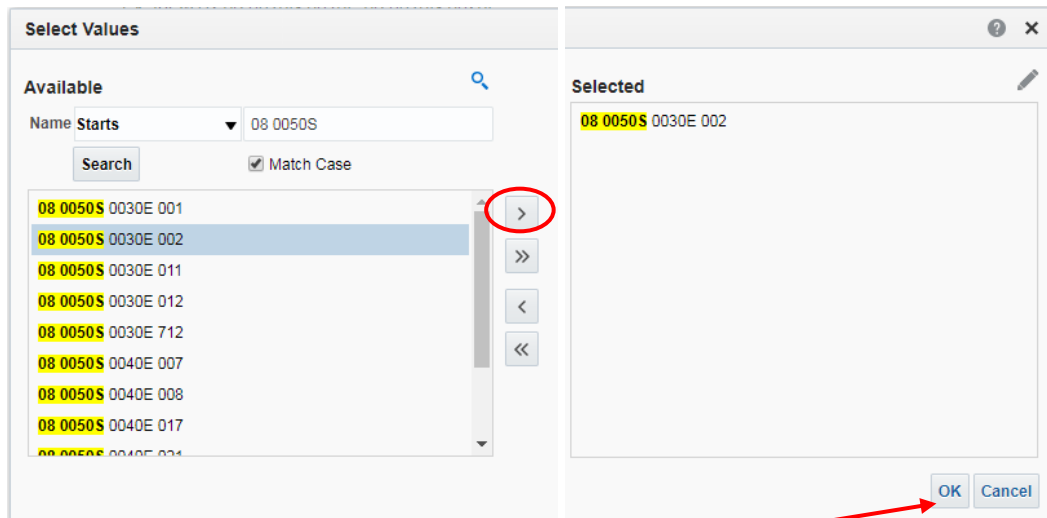
- B. The MTRS(s) can be selected from the Choice List.

* System ID (All Column Values)
* Admin State ID
* Customer begins with SIMPLOT
Meridian Township Range Section --Select Value--
Meridian Township Range ☐ NULL
Geo State ☒ 08 0010N 0040E 013
Casetype Code ☒ 08 0010N 0040E 014
☐ 08 0010N 0040E 023
Disposition ☐ 08 0010N 0040E 024
District Office ☐ 08 0030S 0020E 031
Search

If the MTRS you are looking for is not listed, click on **Search**.



Choose the operator you would like and then type in the MTRS in the **text box** to the right of the operator. Then click on **Search**. For example: Ex. **Starts** (Begins with) and **08 0050S**



Select the MTRS(s) you want and click on the **single right arrow** to move them to the **Selected** pane. Then click **OK**.

- C. The MTRS can be entered using a properly formatted pre-prepared list (without any Semicolons). This list can be a **text file**, **spreadsheet**, or **word document**. To do so:

* System ID (All Column Values) ▼

* Admin State ID ▼

* Customer begins with SIMPLOT

Meridian Township Range Section --Select Value-- ▼

Meridian Township Range ☐ NULL

Geo State ☐ 08 0010N 0040E 013

Casetype Code ☐ 08 0010N 0040E 014

Disposition ☐ 08 0010N 0040E 023

District Office ☐ 08 0010N 0040E 024

☐ 08 0010N 0040E 024

☐ 08 0030S 0020E 031

Search...

Click on **Search** in the Meridian Township Range Section choice list.

Select Values

Available

Name Starts ▼

Search ☒ Match Case

NULL

08 0010N 0040E 013

08 0010N 0040E 014

08 0010N 0040E 023

08 0010N 0040E 024

08 0030S 0020E 031

08 0030S 0040E 014

08 0030S 0040E 023

08 0040S 0020E 031

Selected

OK Cancel

Then click on the **Pencil** icon in the upper right corner..

Edit

Edit

08 0010N 0010E

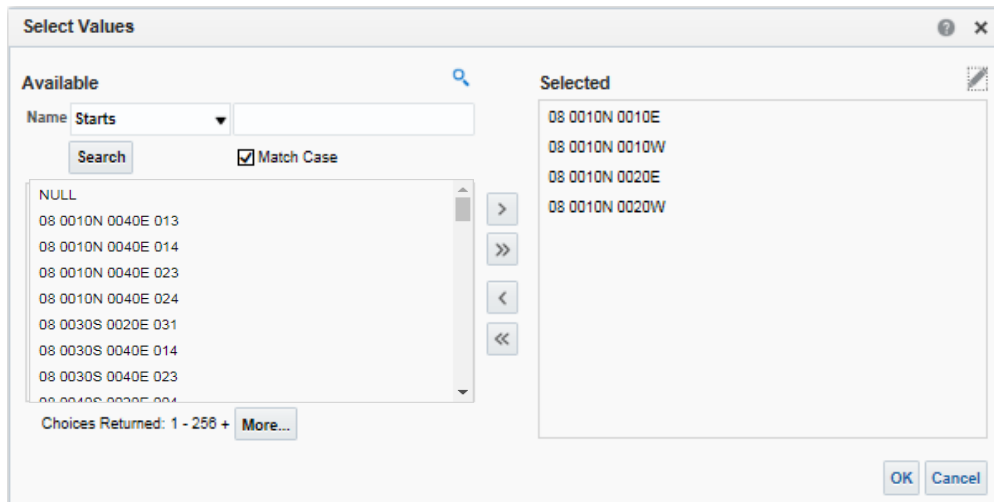
08 0010N 0010W

08 0010N 0020E

08 0010N 0020W

OK Cancel

Then you can **Copy and Paste** the list of MTRs into the Edit box and click on **OK**.



And click on **OK** again

* System ID (All Column Values) ▼

* Admin State ID ▼

* Customer begins with SIMPLOT

Meridian Township Range Section 08 0010N 0040E 013;08 0010N 00 ▼

Meridian Township Range --Select Value-- ▼

Geo State --Select Value-- ▼

Casetype Code --Select Value-- ▼

The MTRs are populated into the text box properly formatted with the Semicolon(s).

Remember:

2 digits for Meridian,Space,5 digits for Township,Space,5 digits for Range,Space,3 digits for Section
For example to enter T1N, R1E Section 1 in Idaho, you would enter 08 0010N 0010E 001.

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